

Arizona Department of Education

# **FY 2012 JTED Changes**

## **Business Rules**

Provided by School Finance



**FY 2012**

Business Rules for: <b>FY 2012 JTED Changes</b>			
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# 1 Overview

## 1.1 Mission

- 1.1.1 To exclude all students in Grade 9 from the Average Daily Membership (ADM) calculation for Joint Technical Education Educational Districts (JTEDs).
  - 1.1.1.1 Prior to FY2012, 9<sup>th</sup> grade students were only excluded from funding if they were enrolled in a career exploration course.
- 1.1.2 To allow adult (over age 22) students to attend classes at a JTED main/central campus but to exclude them from the ADM calculation for the JTED.
- 1.1.3 To allow a JTED student whose district of attendance (DOA) is a member district of the JTED to generate funding regardless of the student's District of Residence (DOR).
- 1.1.4 To define a JTED student's FTE based on the student's course load. The courses must be approved by ADE's Career and Technical Education (CTE) unit and meet for at least the minimum required instructional hours.

# 2 Governing Statutes, Rules and Resources

## 2.1 Senate Bill 1617

- 2.1.1 SB 1617 amended A.R.S. § 15-393 to exclude 9th grade students from JTED funding.
  - 2.1.1.1 A.R.S. § 15-393 (D) (5.) (a):
 

“A student in a kindergarten program or in grades one through nine who enrolls in courses offered by the joint technical education district shall **not** be included in the joint district's student count or average daily membership.” (Emphasis added.)
  - 2.1.1.2 A.R.S. § 15-393 (D) (5.) (b):
 

“A student in a kindergarten program or in grades one through nine who is enrolled in vocational education courses shall **not** be funded in whole or in part with monies provided by a joint technical education.” (Emphasis added.)

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#### 2.1.1.3 A.R.S. § 15-393 (D) (11.):

“A joint technical education district or a school district that is part of a joint district shall only include pupils in grades ten through twelve in the calculation of student count or average daily membership if the pupils are enrolled in courses that are approved jointly by the governing board of the joint technical education district and each participating school district for satellite courses taught within the participating school district, or approved solely by the joint technical education district for centrally located courses. “ (Emphasis added.)

## 2.2 House Bill 2646

### 2.2.1 HB 2646 amended A.R.S. § 15-782.02 to allow adult students to attend classes at a JTED main/central campus.

#### 2.2.1.1 A.R.S. § 15-782.02 (A):

“School districts with career and technical education and vocational education programs may offer vocational educational services without regard to students' age or high school graduation status, except that vocational education services provided to persons over twenty-two years of age shall be offered only for the purpose of skill upgrading or skill retraining and shall not be offered for college level credit. Persons over twenty-two years of age shall not attend vocational programs in high school buildings during regular school hours, except that a person over twenty-two years of age may attend vocational programs other than massage therapy programs during regular school hours on a central campus that is owned and operated by a joint technical education district pursuant to section 15-393, subsection d, paragraph 5 if the vocational program has additional student capacity after the enrollment of persons who are twenty-two years of age or younger. A person over twenty-two years of age shall not be admitted to or attend a vocational program during regular school hours pursuant to this subsection unless the person has a valid fingerprint clearance card pursuant to Title 41, Chapter 12, article 3.1. The costs of the fingerprint clearance card shall be paid by the applicant. A joint technical education district shall immediately notify in writing the parent or guardian of each pupil under eighteen years of age in a vocational program during regular school hours when a person over twenty-two years of age enrolls in the vocational program. (Emphasis added.)

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## 2.3 House Bill 2237

- 2.3.1 HB 2237 amended A.R.S. § 15-393 (G) to allow a student whose district of attendance (DOA) is a member district of the JTED to attend classes and generate funding.

“G. The schools in the joint district are available to all persons who reside in the joint district and to pupils whose district of residence is paying tuition on behalf of the pupils to a district of attendance that is a member of the joint technical education district, subject to the rules for admission prescribed by the joint board.” (Emphasis added.)

- 2.3.2 HB 2237 added A.R.S. § 15-393 (P) to calculate ADM based on a student’s course load.

“P. Notwithstanding any other law, the average daily membership for a pupil who is enrolled in a joint technical education course approved pursuant to Section 15-391 and who does not meet the criteria specified in subsection O of this section shall be 0.25 for each course, except the sum of the average daily membership shall not exceed the limits prescribed by subsection D or O, as applicable.

## 3 Business Rules for Integrity Modifications

### 3.1 Integrity Modification for JTED 9<sup>th</sup> grade students

- 3.1.1 Modify Integrity to not allow a 9th grade student enrolled in a JTED Satellite or JTED Main to be reported with a Tuition Payer Code 1 (The “normal” setting for Arizona school children who generate state funding.).
- 3.1.2 If the record fails Integrity, display a message that reads “Ninth grade JTED students are non-fundable and cannot be reported with Tuition Payer Code = 1.”

### 3.2 Integrity Modification for JTED adult students

- 3.2.1 Modify ADM Integrity to verify that an adult student (over age 22) enrolled in a JTED Main is reported with a Tuition Payer Code 2 (Privately paid tuition, no tuition charged, or not eligible for state funding).
- 3.2.2 If the record fails Integrity, display a message that reads “Adult JTED student must be reported with Tuition Payer Code = 2.”

## 4 Business Rules for Determining ADM

### 4.1 FTE Submittal

- 4.1.1 FTE for JTED satellite and main campus enrollments is based on student's course load. The following table summarizes how JTED's will report FTE.

JTED will report an FTE of	If the student is enrolled in
0.25	One (1) ADE-approved course that meets for at least the minimum required instructional hours as approved by ADE's CTE unit; one Carnegie Unit.
0.50	Two (2) ADE-approved courses that each meet for at least the minimum required instructional hours as approved by ADE's CTE unit; a total of two Carnegie Units.
0.75	Three (3) ADE-approved courses that each meet for at least the minimum required instructional hours as approved by ADE's CTE unit; a total of three Carnegie Units. <b>OR</b> One (1) course on a JTED main/central campus that meets for at least 150 minutes.
1.00	Four (4) or more ADE-approved courses that each meet for at least the minimum required instructional hours as approved by ADE's CTE unit; a total of four Carnegie Units.

- 4.1.2 JTEDs may not report an FTE value greater than 1.0.

### 4.2 ADM Calculation

- 4.2.1 ADM calculation will continue to be the same for JTEDs as it is for traditional (non-AOI) districts and charters.

- 4.2.1.1 The formula is:

$$\text{ADM} = (\text{FTE} \times \text{Membership Days}) / 100$$

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#### 4.2.2 Examples:

##### Example 1:

Student is enrolled in one (1) ADE-approved course that meets for at least the minimum required instructional hours for the entire 100-day membership period.

$$\text{ADM} = (0.25 \times 100)/100 = 0.25$$

##### Example 2:

Student is enrolled in three (3) ADE-approved courses that each meet for at least the minimum required instructional hours for the entire 100-day membership period.

$$\text{ADM} = (0.75 \times 100)/100 = 0.75$$

##### Example 3:

Student is enrolled for 75 days in one (1) ADE-approved course that meets for at least the minimum required instructional hours.

$$\text{ADM} = (0.25 \times 75)/100 = 0.188$$

##### Example 4:

Student is enrolled in for 75 days in three (3) ADE-approved courses that each meet for at least the minimum required instructional hours.

$$\text{ADM} = (0.75 \times 75)/100 = 0.563$$

## 5 Business Rules for Limiting Module Modifications

### 5.1 Verification of DOA and DOR

- 5.1.1 Modify Limiting Module to verify that a JTED student's concurrent district enrollment's DOA or DOR is a member district of the JTED.
- 5.1.2 If a JTED student's DOR is not a member district but the student's DOA is a member district, assume that the DOR is paying tuition to the DOA as per statute. See 2.3.1.
- 5.1.3 Continue the assumption that if a student is enrolled only in a JTED that the student's DOR is a member district of the JTED.

5.1.4 Modify Table 2 of FY11 Concurrency and Limiting Module Changes as shown in the table below.

<b><u>Entity Combination</u></b>	<b><u>Maximum Limited ADM</u></b>	<b><u>Concurrent or Subsequent Memberships</u></b>	<b><u>Limiting Method</u></b>	<b><u>Comments/Rule Changes</u></b>
JTED Satellite/ Member District	1.25	Concurrent only	Max of 1.0 each.	Student's DOA or DOR can be a member district. See 5.1.1.
JTED Main/Member District	1.75	Concurrent only	Proportionate, <del>see 3.2.2 for additional details.</del> Max of 1.0 each.	<del>FY 2011 forward.</del> For FY12 forward, Student's DOA or DOR can be a member district. See 5.1.1.
JTED Satellite/Non-Member District	<del>N/A or 1.25*</del>  * Limit is 1.25 if the non-member district is a type 03 common school district not within a high school district	N/A	JTED Satellite membership is not fundable, <del>unless the non-member district is a type 03 common school district not within a high school district.</del>	FY 2011 only for the type 03 exception. Not in effect for FY12.
JTED Main/Non-Member District	<del>N/A or 1.75*</del>  * Limit is 1.75 if the non-member district is a type 03 common school district not within a high school district	N/A	JTED Main membership is not fundable, <del>unless the non-member district is a type 03 common school district not within a high school district.</del>	FY 2011 only for the type 03 exception. Not in effect for FY12.
Member District AOI/JTED Main	1.75	Concurrent only	Max of 1.0 each.	Student's DOA or DOR can be a member district. See 5.1.1.



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<u>Entity Combination</u>	<u>Maximum Limited ADM</u>	<u>Concurrent or Subsequent Memberships</u>	<u>Limiting Method</u>	<u>Comments/Rule Changes</u>
Member District AOI/JTED Satellite	1.25	Concurrent only	Max of 1.0 each.	Student's DOA or DOR can be a member district. See 5.1.1.
Non-Member District AOI/JTED Main	<del>N/A or 1.75*</del>  * Limit is 1.75 if the non-member district is a type 03 common school district not within a high school district	N/A	JTED Main membership is not fundable, <del>unless the non-member district is a type 03 common school district not within a high school district.</del>	FY 2011 only for the type 03 exception. Not in effect for FY12.
Non-Member District AOI/JTED Satellite	<del>N/A or 1.25*</del>  * Limit is 1.25 if the non-member district is a type 03 common school district not within a high school district		JTED Satellite membership is not fundable, <del>unless the non-member district is a type 03 common school district not within a high school district.</del>	FY 2011 only for the type 03 exception. Not in effect for FY12.
JTED only membership where student is a resident of a member district (no concurrent memberships) JTED membership can be either satellite or main.	1.0	N/A		<del>FY 2011</del> forward

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## **6 Business Rules for SDADMS76 Report**

### **6.1 Report Modifications**

- 6.1.1 Create a new “Excluded Category” message that reads: “9th Grade JTED enrollment” that will be displayed for the non-fundable 9th grade students.
- 6.1.2 Create a new “Excluded Category” message that reads: “JTED adult enrollment” that will be displayed for the non-fundable JTED overage students.

## **7 Business Rules for Payment System**

### **7.1 APOR Changes**

- 7.1.1 Beginning in FY 2012, the APOR55-1 report must not include 9th Grade ADM or Add-On counts generated by the JTED 9th graders in the prior fiscal year.

## **8 Known Affected Applications/System Areas**

### **8.1 Integrity**

### **8.2 Limiting Module**

### **8.3 Reports**

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## 9 Glossary

<b><u>Term</u></b>	<b><u>Is Defined As:</u></b>
JTED	Joint Technical Education District, as defined in A.R.S. § 15-393.
JTED Satellite	A campus of the JTED that is on the member district campus. (See definition below.) The administration of the students attending this type of campus is performed by the member district.
JTED Main	A campus of the JTED that is either a main standalone campus with no physical connection to a member district (See definition below.) campus or a centralized campus that is not standalone, but is central to multiple member districts and is attended by many member district students. The centralized campus may be next to or on a member district property. If on the property, it is being leased from the member district.
JTED Member District	A school district that has joined the JTED and whose taxpayers are paying a secondary tax which allows the students residing within the school district to enroll in and attend classes at the JTED without being charged tuition.
ADM	Average Daily Membership. For JTEDs, this is defined in A.R.S. § 15-393 (P)
DOA	District of Attendance. The school district is which the student attends school.
DOR	District of Residence. The school district in which the student resides.
ADE-Approved Course	A course that is approved by ADE's Career and Technical Education (CTE) unit.